

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 04/28/2003	NUMBER 04.04.113
SUBJECT SECURITY THREAT GROUPS		SUPERSEDES 04.04.113 (03/06/00)	
		AUTHORITY MCL 791.203	
		ACA STANDARDS 3-4099; 3-ACRS-1F-02	
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POLICY STATEMENT:

Prisoners who are active members of a Security Threat Group (STG) shall be identified and managed in a uniform manner in order to provide for the safety of prisoners and staff and for facility custody and security.

POLICY:

GENERAL INFORMATION

- A. An STG is a group of prisoners designated by the Director as possessing common characteristics which distinguish them from other prisoners or groups of prisoners and which, as a discrete entity, poses a threat to staff or other prisoners or to the custody and security of the facility.
- B. In order to proactively manage STGs, staff must be aware of methods of identification, the threat characteristics of the various STGs, management strategies, and tools to be used to manage such prisoners.
- C. Effective monitoring of STG activity assists in the prevention of violence and ensures the overall security of the facility. The strategic intelligence gained through monitoring is critical to understanding the group dynamics involved in the introduction of contraband, escape plots, and violence related to turf disputes, debt collection, and other STG influenced activities. However, it is crucial that such monitoring be conducted in accordance with applicable Department policies.

SECURITY THREAT GROUP COORDINATOR

- D. There shall be a Central Office STG Coordinator in Correctional Facilities Administration (CFA) who shall be responsible for the compilation and dissemination of STG information as well as the coordination of all Department STG tracking and monitoring.
- E. Each Warden shall appoint a local STG Coordinator for the institution. The Warden of an institution with an annexed camp may appoint a separate local STG Coordinator for the camp. The Warden responsible for each reception facility also shall designate a Transcase Processor as the local STG Coordinator for the reception facility. Each Field Operations Administration (FOA) Regional Administrator shall appoint a local STG Coordinator for the region. Each Warden and FOA Regional Administrator, or designees, shall notify the Central Office STG Coordinator who is appointed and immediately notify the Central Office STG Coordinator when a local STG Coordinator is changed.
- F. Each local STG Coordinator shall submit a monthly statistical report for his/her respective facility or region to the Central Office STG Coordinator. The report shall include the total number of prisoners designated an STG I or STG II member, the number of cases reviewed pursuant to Paragraph CC for the reporting period, and the total number of renunciations processed.

IDENTIFICATION OF SECURITY THREAT GROUPS

- G. Factors which shall be utilized in the identification of an STG include, but are not limited to, the following:

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1. History and purpose of the group;
 2. Organizational structure of the group;
 3. Propensity for violence or specific violent acts or intended acts which can reasonably be attributed to the group;
 4. Illegal or prohibited acts which can be attributed to the group;
 5. Demographics of the group, including group numbers, pattern of expansion (i.e., recruitment) or decline in group membership;
 6. Existence of any written material that displays group symbols, bylaws, chain-of-command, creed, etc.;
 7. Specific illegal or unauthorized acts, including the intention or conspiracy to commit such acts, that can be associated with the group;
 8. Any other relevant information which appears to have identifying characteristics (e.g., monikers, tattoos, self-admission).
- H. Staff shall document evidence of STG activity on the Security Threat Group (STG) Informational Report (CAJ-400) and forward it to the local STG Coordinator for review. If the local STG Coordinator believes the group may be an STG, the following shall occur:
1. The local STG Coordinator shall submit a report to the Warden or FOA Regional Administrator who shall review and forward the report to the Central Office STG Coordinator. The report shall include all information which led to identifying the group as an STG. All supporting documentation, including photographs, shall be attached to the report.
 2. The Central Office STG Coordinator shall review the report and make a recommendation whether to validate the group as an STG.
 3. The Central Office STG Coordinator shall forward the report and recommendation to the CFA Deputy Director for review and approval. If the CFA Deputy Director concurs with the recommendation, the report and recommendation shall be forwarded to the Director.
 4. The Director shall determine whether to validate a group as an STG. The Central Office STG Coordinator shall be notified of the decision through the appropriate chain of command.
 5. The Central Office STG Coordinator shall maintain all reports for purposes of group monitoring and to ensure uniformity and consistency in the review and validation process.
- I. The Central Office STG Coordinator shall provide written notification of the decision whether to validate a group as an STG, along with pertinent identifying information of each STG, to local STG Coordinators and other staff, as appropriate, with copies to the FOA Regional Administrators and Wardens.

DESIGNATION OF PRISONER AS STG MEMBER

- J. Prisoners are prohibited from being members of an STG. Methods of identifying membership include possessing or displaying any documents, materials, symbols, colors or pictures of an identified STG. Membership can also be determined by self-admission, identification in court documents and association with designated STG members.
- K. FOA field agents shall include any evidence of gang activity when preparing a Pre-Sentence Investigation Report (CFJ-145) as set forth in PD 06.01.140 "Pre-Sentence Investigation and Report".

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- L. All newly committed prisoners shall be screened for gang activity by reception facility staff. This shall include a review of information contained in the Pre-Sentence Investigation Report (CFJ-145), Sheriff's Questionnaire for Delivered Prisoners, and any other available documents. Any gang involvement shall be documented in the Basic Information form (CSX-104 or CSJ-104). A prior designation as an STG member also shall be documented on the Basic Information form.
- M. Staff shall use the Security Threat Group (STG) Informational Report (CAJ-400) to convey information on suspected prisoner involvement in STG activity and shall forward the form to the local STG Coordinator.
- N. A prisoner's designation as an STG member shall be noted on all Transfer Orders (CSJ-134) as set forth in PD 05.01.140 "Prisoner Placement and Transfer".

Designation as STG I Member

- O. If a local STG Coordinator believes there is sufficient documentation for a prisoner to be designated an STG I member, s/he shall complete the Security Threat Group Member Identification form (CSJ-102). The local STG Coordinator shall interview the prisoner, which shall include a review of the information contained on the form. If the prisoner renounces membership in the STG, and the local STG Coordinator finds the prisoner to be credible, s/he shall have the prisoner sign the Security Threat Group Renunciation/Removal form (CSJ-128). The Security Threat Group Member Identification form (CSJ-102) for designation of the prisoner as an STG I member shall not be processed. In all other cases, the local STG Coordinator shall forward the completed Security Threat Group Member Identification form (CSJ-102) and all supporting documentation to the Central Office STG Coordinator for review.
- P. The prisoner shall be housed in security Level II or higher pending review by the Central Office STG Coordinator, unless an exception is approved by the appropriate CFA Regional Prison Administrator.
- Q. The Central Office STG Coordinator shall make the final determination on designating the prisoner as an STG I member and shall complete the Security Threat Group Member Identification form (CSJ-102). The Central Office STG Coordinator shall send a copy of the completed CSJ-102 to the appropriate Warden. The Warden shall ensure a copy is placed in the prisoner's Record Office and Counselor files and that a copy is provided to the prisoner, the local STG Coordinator, and other staff, as appropriate.
- R. If a prisoner who has renounced STG membership by signing the Security Threat Group Renunciation/Removal form (CSJ-128) engages in subsequent STG activity, the local STG Coordinator shall again interview the prisoner but shall not offer the prisoner another opportunity to renounce membership. The local STG Coordinator shall complete the Security Threat Group Member Identification form (CSJ-102) and shall forward the completed form and all documentation to the Central Office STG Coordinator for processing as set forth above.

Designation as STG II Member

- S. A prisoner can be designated as an STG II member under any of the following circumstances:
 - 1. The prisoner is currently designated an STG I member and is subsequently found guilty of a major misconduct for behavior related to STG activity, as determined by the Central Office STG Coordinator;
 - 2. The prisoner is currently designated an STG I member, or was previously designated an STG I member but had that designation removed, and currently presents a threat to the safety of staff or other prisoners or to the order and security of the facility; or,
 - 3. The prisoner is identified as a leader, enforcer or recruiter in an STG.

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- T. If the local STG Coordinator believes a prisoner should be designated as an STG II member pursuant to Paragraph S, the local STG Coordinator shall forward the Security Threat Group Member Identification form (CSJ-102) and all supporting documentation to the Central Office STG Coordinator. A referral shall be made whenever an STG I member is subsequently found guilty of a major misconduct. The Central Office STG Coordinator shall make a final determination whether to designate the prisoner as an STG II member. At the time of the referral, the Warden or designee also shall request transfer of the prisoner to security Level V pending the determination by the Central Office STG Coordinator.
- U. The Central Office STG Coordinator shall determine whether to designate a prisoner an STG II consistent with this policy. In making this determination, the Central Office STG Coordinator shall exercise his/her professional judgment based on sound correctional practice, a review of all applicable materials, his/her training and experience, and Department philosophy. The Central Office STG Coordinator shall document his/her decision on the Security Threat Group Member Identification form (CSJ-102). The Central Office STG Coordinator shall notify the local STG Coordinator of the final decision.
- V. Immediately upon designation of a prisoner as an STG II member, the Central Office STG Coordinator shall notify appropriate facility staff to submit a Transfer Order (CSJ-134) for the prisoner to transfer to security Level V, unless the prisoner is housed in security Level V or VI or the CFA Classification Director determines alternative placement is necessary. The prisoner may be placed in segregation consistent with the requirements of PD 04.05.120 "Segregation Standards".
- W. Whenever a prisoner is designated as an STG II member, the Central Office STG Coordinator shall forward a copy of the completed Security Threat Group Member Identification form (CSJ-102) to the CFA Deputy Director, who shall ensure the Director is notified. The Central Office STG Coordinator also shall forward a copy of the completed CSJ-102 to the Warden where the prisoner is housed. The Warden shall ensure that copies of the completed CSJ-102 are placed in the prisoner's Record Office and Counselor files and that a copy is provided to the prisoner, the local STG Coordinator, and other staff, as appropriate. The Central Office STG Coordinator shall retain all original paperwork regarding the designation.

CONSEQUENCES FOR STG MEMBERSHIP

- X. A prisoner designated as an STG I member shall be housed only in security Level II or higher unless the CFA Classification Director determines such placement is not necessary. The prisoner shall not be placed in an open bay or dormitory setting. The prisoner also shall be subject to the following restrictions as a result of that designation:
 - 1. Visits shall be limited to three per month, excluding visits with an attorney, clergy, and staff of the Office of the Legislative Corrections Ombudsman.
 - 2. Classification to a work or school assignment only as approved by the CFA Classification Director.
 - 3. Attendance at meetings of groups established by prisoners shall be prohibited, except that attendance at religious services and religious activities of the prisoner's designated religion shall be permitted in accordance with PD 05.03.150 "Religious Beliefs and Practices of Prisoners".
 - 4. Participation in group leisure time activities offered pursuant to PD 05.03.104 "Leisure Time Activities" shall not be permitted, except for yard. Participation in scheduled leisure time activities during yard (e.g., intramural and league games) is prohibited. This only applies to leisure time activities offered pursuant to PD 05.03.104 and not to religious services, library, group counseling or therapy, and similar activities scheduled during a prisoner's leisure time hours.

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5. The prisoner's cell shall be searched at least weekly.

Y. A prisoner designated as an STG II member shall be housed in security Level V unless classified to administrative segregation, housed in security Level VI, or the CFA Classification Director determines such placement is not necessary. The prisoner also shall be subject to the following restrictions as a result of that designation:

1. Visits shall be limited to two non-contact per month, one hour duration each, excluding visits with an attorney, clergy, and staff of the Office of the Legislative Corrections Ombudsman.
2. Classification to a work or school assignment only as approved by the CFA Deputy Director.
3. Attendance at meetings of groups established by prisoners shall be prohibited, except that attendance at religious services and religious activities of the prisoner's designated religion shall be permitted in accordance with PD 05.03.150 "Religious Beliefs and Practices of Prisoners".
4. Participation in group leisure time activities offered pursuant to PD 05.03.104 "Leisure Time Activities" shall not be permitted, except for yard. Participation in scheduled leisure time activities during yard (e.g., intramural and league games) is prohibited. This only applies to leisure time activities offered pursuant to PD 05.03.104 and not to religious services, library, group counseling or therapy, and similar activities scheduled during a prisoner's leisure time hours.
5. The prisoner's cell shall be searched at least twice weekly.
6. Out-of-cell movement shall not exceed a total of one hour per day. This does not include out-of-cell movement for showers, meals, work and school assignments, religious services, law library, group counseling or therapy, and visits with an attorney, clergy, or staff of the Office of the Legislative Corrections Ombudsman.

Z. A prisoner designated as an STG member who is in any form of segregation other than protective segregation also shall be subject to the restrictions set forth in PD 04.05.120 "Segregation Standards". A prisoner designated as an STG member who is housed in Level VI also shall be subject to the restrictions set forth in PD 05.01.143 "Security Level VI".

APPEAL OF STG MEMBERSHIP DESIGNATION

AA. A prisoner designated as an STG member may file a grievance contesting the basis of the designation pursuant to PD 03.02.130 "Grievance Policy-Prisoner/Parolee".

REMOVAL OF STG DESIGNATION

BB. A prisoner designated as an STG member may request removal of the designation by renouncing membership in the STG and completing the Security Threat Group Renunciation/Removal form (CSJ-128). The form shall be forwarded to the local STG Coordinator, who may interview the prisoner. If the local STG Coordinator reasonably believes the prisoner has discontinued STG associations and activities, s/he shall recommend to the Warden that the designation be removed. If the Warden concurs, s/he shall forward the recommendation, along with the completed Security Threat Group Renunciation/Removal form (CSJ-128) and any other relevant documentation to the Central Office STG Coordinator. The Central Office STG Coordinator shall make the final determination whether to remove an STG I designation. The Central Office STG Coordinator shall forward a recommendation to remove an STG II designation to the CFA Deputy Director, who shall make the final determination.

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- CC. Each local STG Coordinator shall review the cases of all prisoners designated as STG II members in his/her respective facility or region at least every six months. The local STG Coordinator may interview a prisoner designated as an STG II member to determine if s/he has discontinued STG associations and activities and, if so, offer the prisoner the opportunity to formally renounce membership by completing the Security Threat Group Renunciation/Removal form (CSJ-128). If the prisoner completes the CSJ-128, the local STG Coordinator shall recommend to the Warden that the designation be removed. If the Warden concurs, s/he shall forward the recommendation, along with the completed Security Threat Group Renunciation/Removal form (CSJ-128) and any other relevant documentation to the CFA Deputy Director, who shall make the final determination.
- DD. Once a designation has been removed pursuant to Paragraph BB or CC, a prisoner may be redesignated as an STG member at any time based on new information or activity, using the process set forth in this policy.

RELEASE FROM CFA FACILITY

- EE. The local STG Coordinator shall notify the Central Office STG Coordinator and local law enforcement in the community where the prisoner will be released if a prisoner designated as an STG member is discharging on his/her maximum sentence or paroling. If the prisoner is paroling, the local STG Coordinator also shall notify the supervising field agent. These requirements are in addition to any other notices required pursuant to PD 01.06.120 "Victim Notification" and PD 03.01.135 "Discharge or Termination of Sentence".
- FF. If a prisoner designated as an STG member returns to a CFA facility, s/he shall automatically return to the same STG designation as at the time of parole or discharge.

OPERATING PROCEDURES

- GG. Wardens and the FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- HH. A Primary Audit Elements List has been developed and will be provided to Wardens and FOA Regional Administrators to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

WSO:OPH:04/01/03